

REGULATION
NO.

R
MANAGEMENT PROGRAMS
Draft 7-18-55

STAT

RECORDS MANAGEMENT

Rescission: CIA Regulation No.

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1. GENERAL

This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition. It is based on the Federal Records Act of 1950 and other applicable statutes and regulations.

2. SCOPE

- a. All components of the Agency in headquarters and at domestic and overseas installations, except operational projects of the Deputy Director (Plans), are subject to this regulation.
- b. The Records Management Program consists of the following elements:

- (1) Reports Management - The preventing of unnecessary reporting while insuring adequate reporting with a central reference point for information on reports.
- (2) Correspondence Management - Improving the quality, and simplifying and speeding up the preparation and handling of correspondence. *of correspondence and*
- (3) Forms Management - The analysis, design and control of ~~new~~ and revised forms. *copy from carbon*
- (4) File Standards - The establishment of standards for file maintenance including procedures, equipment and supplies *FOR FILE MAINTENANCE*
- (5) Record Systems - Facilitate record operations through the application of improved systems and equipment. *to*
- (6) Records Disposition - The economical and systematic disposition of agency records including their preservation, retention, transfer and disposal, according to approved schedules.
- (7) Vital Materials Program - The timely selection, transfer to a repository and maintenance of records essential to operation of the Agency in an emergency.

- (1) The analysis, improvement, and control of administrative reporting.

The application of improved standards and procedures for the preparation and handling of correspondence

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3. POLICIES

- a. The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

(1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.

(2) Measures shall be taken to ensure that essential records are created and maintained by the most efficient and economical methods ~~and that~~ The creation of nonessential records ~~is~~ prevented.

(3) Records essential to emergency operations of the Agency ~~will be~~ *and unauthorized reports and forms shall be* ~~SHALL BE~~ currently deposited at the relocation site, ~~according to approved~~ *schedules.*

(4) The Agency Records Center shall ~~serve as~~ *BE* the ~~sole~~ facility for storing, processing, and servicing Agency records, ~~including Top Secret~~, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as the Agency archival facility.

REGARDLESS OF
SECURITY CLASSIFICATION
OR SENSITIVITY

(5) Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to economical Records Center storage; and to provide for the scheduled destruction of records of temporary value.

4. RESPONSIBILITIES

- a. The Chief, Management Staff, is responsible for:

- (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.
- (2) Providing forms analysis, ~~and design~~ *AND REFERENCE* services including the approval of new or revised forms and requests for reprints.
- (3) Review and approve ^{the} requests for equipment, servicing and supplies to the extent necessary to assure compliance with program requirements.

records control schedules and

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- (4) Serving as the Agency Records Officer and Archivist.
 - (5) Technically supervising Records Center ^{and} Vital Materials Repository operations.
 - (6) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters, including obtaining Congressional authorizations for the retention and disposal of records.
 - (7) Conducting operational audits of area programs to promote their effectiveness.
- b. Deputy Director (Plans), (Intelligence), and (Support) or their designees are responsible for:
- (1) Establishing and maintaining area programs to meet the requirements of this Regulation.
 - (2) Rendering such reports as may be required.
 - (3) Designating in writing to the Chief, Management Staff, the individuals who will be responsible for administering area records management programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. WHITE
Deputy Director
(Support)

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